

Durham Civic Center Authority Meeting Minutes

Tuesday, March 20, 2007

8:00am

The meeting was called to order at 8:00am with the following members present/absent:

Present: George Stanziale, Patrick Byker and Rob VanDewoestine.

Absent: Rod Abraham and Angie Elkins.

Owner's representation: Karmisha Wallace, Heidi York and Sheila Huggins

Management Company present: Ken Lile, Shaner Representative, Yvonne Patton, and Dave Messinger

Motion of approval for February 20, 2007 minutes moved by Mr. Stanziale, seconded by Mr. Byker voted and agreed upon by all.

Action Items

- Ms. York and Ms. Wallace will send a letter to Mr. Lile this week showing acceptance of the modified construction schedule submitted by Ms. Patton and indicating the funding source for the anticipated cost increases.
- Ms. York and Ms. Wallace will finalize the city/county proposal for the 2007-08 Civic Center operating budget and send it to Mr. Lile and Mr. Messinger this week. Both the owner's representatives and management will attend a budget meeting scheduled on March 27th from 11:15am to 12:00 in the City Manager's conference room on the second floor of City hall
- Ms. Wallace will find out what Nancy Mitchell is proposing for CIP funding from the unfunded portions Carter-Burgess/HEERY studies.
- Mr. Messinger will submit a prioritized list of Civic Center repairs for consideration for funding from the 2006-07 operating budget.
- Dr. VanDewoestine will send a letter to Mayor Bell clarifying the level of business at the Civic Center over time.
- Mr. Messinger will send out the contract clause that states that in the event of an impasse between the management company and the owners over a new budget that the subsidy reverts to the previous year's amount.

Meeting Details

- The Civic Center had excellent operating results for February with revenue \$92,214 better than budget and net income \$33,220 better than budget. Business is forecast to be better than budget for the next three months giving a 2006-07 forecast deficit of \$726,643 versus a budget deficit of \$912,043.
- Mr. Messinger submitted a letter to the owner's representatives requesting an increase in spending to cover the expenses of higher than budgeted revenue. This will be amended to include priority repairs as they are approved. The board also approved the concept of requesting the elimination of the requirement for approval of gross spending since management is already accountable for net spending.
- Skanska and HEERY are meeting in the next two weeks to work out the difference between their cost estimates for Civic Center work.

- The city audit of Civic Center accounts will start in April. Kevin Newman is meeting with Wanda Page this week to define the scope.
- Emily Fitchpatrick reported on efforts she and her associates have undertaken to grow the wedding business at the Civic Center. Current sources are generating 150-300 leads per month.
- Brian Conklin reported that the Walter T. Moore Company has been engaged to repair the parking decks. Design work will start around the middle of this year with construction starting around the middle of 2008.

Agenda for next meeting

- Final 2007-08 budget numbers
- Capital construction
- Management report